

CITY OF BETHLEHEM
INTER-DEPARTMENTAL CORRESPONDENCE

SUBJECT: Request for Approval by City Council of Contract Award or Contract Price Increase Pursuant to City Ordinance, Article 121.05 (a)

Project or Contract Reference: 2022 19 South Bethlehem Greenway Drainage Swale

TO: City Council, all members, and Council Solicitor

FROM: Michael Alkhal, P.E. Director of Public Works / City Engineer

DATE: February 2, 2022

On behalf of the Administration, pursuant to City Ordinances, Article 121.05, I request City Council's approval of the following recommendation of the referenced contract award or price increase.

- Check Type of Contract or Change:

_____ The contract is for over \$50,000 and required to be bid under the Third Class City Code. We have advertised the above referenced project and received qualified bids. We recommend award of the contract to the bidder identified and for the reasons stated below.

_____ The recommendation is for a price increase of 10% or more for an existing contract over \$50,000 that was previously bid and awarded under the Third Class City Code.

 X The contract is for the engagement of professional services.

- Is the contract appropriation or price increase included in this year's budget? X yes ___no
- Identify contract funding sources (general fund, grants, loans, etc.....):

Stormwater Fund-Department Contracts: 012A-42047

- The name and address of the recommended Professional Service Provider are:

Herbert, Rowland & Grubic, INC.
501 Allendale Road, Suite 203
King of Prussia, PA 19406

- Term of contract or estimated completion date, subject to standard extensions:

60 Days

- Description of project or scope of services to be provided:

The swale located along the South Bethlehem Greenway Trail is in need of regrading and stabilization of the bank in order to prevent or mitigate flooding, minimize erosion, and maintain adequate storm water flow. The scope of services for this contract is to provide a detailed hydraulic and hydrologic analysis needed to identify potential issues with the existing drainage system and define and design improvements needed to address concerns. The scope of work is from the 6th Street connection to the Saucon Creek drop.

- State the actual or estimated price to the City or the proposed Department budget allowance for the initial term; and state payment rate per unit of service if applicable:

\$21,953.00

- Number of renewal term options and duration of each renewal, if any:

N/A


- Maximum dollar value of all renewals provided for beyond the original term as if all renewals were exercised:

N/A

- Reasons for recommendation of Administration and Council approval of contract:

We solicited and received four (4) proposals ranging in prices from \$21,953.00 to \$69,500.00. Herbert, Rowland & Grubic, Inc.'s proposal was the most responsive in meeting the project scope/needs and have demonstrated substantial project experience/ expertise with similar projects.

Please approve this recommendation by passing the accompanying resolution. A vote of final approval is requested at the first City Council agenda listing of this matter.

By: 
Department Head

Copies To: Mayor
Director of Administration
Director of Budget and Finance
Law Bureau
Purchasing Bureau
Controller
Project Manager
Attachment: proposed resolution

RESOLUTION NO. _____

Authorization for Contract or Amendment under Article 121.05(a)

BE IT RESOLVED by the Council of the City of Bethlehem that the Mayor and the Controller and/or such other City officials as deemed appropriate by the City Solicitor, are hereby authorized to execute a Contract or Amendment and such other agreements and documents as are deemed by the City Solicitor to be necessary and/or related thereto, with the following named contractor, for the uses and purposes indicated in the supporting Recommendation of Award of Bid or Contract dated

1. Name of Contractor:
2. Project or Contract Reference:

Sponsored by _____

ADOPTED by Council this _____ day of _____, 20____.

President of Council

ATTEST:

City Clerk